

## OPERATE A FORKLIFT



<b>Unit</b>	<b>TLILIC0003 Licence to operate a forklift truck</b>
<b>Currency</b>	<b>Current</b>
<b>Duration</b>	3 days (2 days training, 1-day assessment, 8am to 4pm)
<b>Locations</b>	Orange & Mudgee
<b>Outcome</b>	Nationally Recognised Statement of Attainment
<b>Cost</b>	\$650 per student
<b>Delivery</b>	Classroom & Practical (in our controlled training areas)
<b>Pre-requisites</b>	18yrs old, Ability to speak, read & write English
<b>What to bring</b>	<ul style="list-style-type: none"><li>• Enclosed footwear</li><li>• Hard hat (if owned)</li><li>• Weather suitable clothing</li><li>• Lunch / Smoko (Tea &amp; Coffee provided)</li><li>• 100 points of Identity</li><li>• USI number</li></ul>
<b>Duty of care</b>	Students may be subjected to random drug & Alcohol testing
<b>RTO Number</b>	45528
<b>Contact information</b>	Orange (02) 6362 2502 <a href="mailto:admin@integralskills.com.au">admin@integralskills.com.au</a>  Mudgee (02) 6372 0183 <a href="mailto:mudgee@integralskills.com.au">mudgee@integralskills.com.au</a>  <a href="http://www.integralskills.com.au">www.integralskills.com.au</a>
<b>Course dates &amp; booking</b>	

## **Introduction**

Integral Skills is a Registered Training Organisation (RTO number 45528) registered with the Australian Skills Quality Authority. Integral Skills is proud to offer training in TLILIC0003 Licence to operate a forklift truck.

## **Course Description**

This course provides learners with the skills and knowledge required to safely operate a forklift. Learners will understand how to respond conduct a pre-use check, learn about safety aspects required in operating a Forklift, and how to drive a Forklift safely. The training will include sufficient time to allow learners to practice their driving skills on a forklift truck prior to their assessment.

This course is essential for people working in Warehousing and Logistics and provides a pathway to obtain your high-risk work licence to operate a forklift.

This course is essential for people who are required to operate a forklift as part of their duties within the workplace.

## **Mode of Delivery**

Delivery of this course will be trainer led and delivered over three days of face-to-face training in a classroom setting combined with skills practice and assessment in a simulated warehouse.

## **Clothing Requirement**

Learners must wear covered shoes or work boots.

Where a learner does not wear covered shoes they will not be able to participate in the course due to work health and safety concerns.

## **Assessment Summary**

The assessment in support of the unit of competency requires the learner to complete a written knowledge assessment and then demonstrate their applied knowledge and skills during a practical assessment operating a forklift truck and observed by the assessor.

The learner must answer all the written knowledge questions correctly. There is the opportunity for this knowledge assessment to be conducted verbally if the learner requires this level of support.

The practical assessment is conducted under controlled conditions in a simulated warehouse. The learner will be briefed on the assessment which will involve carrying out pre and post start-up checks, completing risk assessment, driving and monitoring the forklift truck whilst performing a range of lifts and manoeuvring the forklift whilst monitoring workplace hazards and communicating with others in the workplace.

It is important to note that following the completion of the competency assessment, the learner will return on day 3 of the course where they will have the opportunity to complete the high-risk work licensing assessment relating to operating a forklift truck (licence class LF). Whilst Integral Skills organise and meet the cost of an approved SafeWork NSW licenced assessor to conduct this licensing assessment, this assessment process is conducted according to the requirements of SafeWork NSW. Integral Skills do not retain records of the licensing assessment as these are controlled by approved SafeWork NSW licenced assessor.

This two-step assessment process is conducted by separate assessors as it is important to maintain the separation and integrity of both the competency-based assessment and the high-risk work licensing assessment.

### **National recognition**

On successfully completing the training and assessment you will be issued a Statement of Attainment issuing you the unit of competency: TLILIC2001 - Licence to operate a forklift truck. This unit of competence is nationally recognised and provides individuals with a valuable outcome that is recognised throughout Australia.

The issuance of the unit of competency will provide you an important part of the eligibility criteria to obtain a forklift license. Please refer to the section “Forklift licencing with SafeWork NSW” for more information of the licensing process.

### **Course Materials**

Learner training is supported through the provision of quality learning materials and resources. Learners should attend the course in comfortable appropriate work clothing with steel capped boots. All equipment and consumables are supplied as part of the course.

### **Pre-Requisites/Entry Requirements**

- There are no pre-requisites for this course identified within the industry training package. Integral Skills do require learners to meet the following local entry requirements:
- Learners must be aged 18 years or older
- Approved Photo Identification is required to be sighted prior to course commencement (i.e. drivers licence, passport, NSW photo card etc – must be hard copy original document or digital licence via the Service NSW app).
- Language, literacy and numeracy skills required to interpret work instructions, equipment operating instructions and to complete a written hazard / risk assessment and record work outcomes
- Learners must be dressed in their normal work clothing and be wearing steel capped boots
- Learners must be alert and physically capable of driving safely
- Requirements for SafeWork HRWL Assessment:
  - Have an active MyServiceNSW account
  - Be able to access your MyServiceNSW account as part of the enrolment process on day one of the training
  - Be able to complete Proof of Identity (POI) verification via your MyServiceNSW account on the day
  - Have a valid and active email account that they can access during the training to receive a unique Assessment Enrolment Number (AEN) – you can not be assessed without this number

If you do not have a MyServiceNSW account please visit:

[service.nsw.gov.au/services/my servicensw-account/how-to-create-an-account](https://service.nsw.gov.au/services/my servicensw-account/how-to-create-an-account)

If issues arise creating an account or accessing an existing account, you must contact Service NSW directly on 13 10 50.

### **Responsibility for Training**

Integral Skills is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

Please refer to the Student Handbook for further information on all student rights and obligations.

### **Forklift licencing with SafeWork NSW**

You need a high-risk work licence if you want to operate a forklift in NSW. There are two classes of forklift licences. They are for:

- a forklift truck equipped with a mast and an elevating load carriage with a pair of fork arms or other attachment (class LF)
- an order picking forklift truck where the operator's control elevates with the load carriage/lifting media (class LO)

The training and assessment delivered in this course only relates to the high-risk work licence **class LF** for a forklift truck equipped with a mast and an elevating load carriage with a pair of fork arms or other attachment.

### **Eligibility criteria for a Forklift licencing application with SafeWork NSW**

To obtain a Forklift licencing with SafeWork NSW, you will need to present SafeWork NSW with evidence that you:

- At least 18 years of age
- Have completed a recognised training course with a registered training organisation (RTO) and have been assessed as competent by an assessor working for the RTO
- Can use English at a level that enables the safe performance of high risk work

### **Steps to obtain a Forklift licencing with SafeWork NSW**

Once you completed this course, it will be up to you to apply for your high-risk work licence for forklift truck. The following steps apply to obtain a new Forklift licencing with SafeWork NSW:

- Select an approved RTO that delivers the unit of competency TLILIC2001 - Licence to operate a forklift truck
- Enrol with the RTO and complete the competency-based training and assessment for the unit of competency TLILIC2001 - Licence to operate a forklift truck and pay the required enrolment fee.
- Complete the mandated high-risk work assessment with an approved high-risk work assessor for licence class LF for a forklift truck. This high-risk work assessment will be facilitated by Integral Skills as part of the three-day delivery. The high-risk work assessment is conducted by a different assessor as required by SafeWork NSW.
- When you have been assessed as competent in the unit of competency and have passed the high-risk work assessment, the assessor will inform you of how to apply for your licence.
- If this is your first HRWL you will need to attend a Service NSW outlet to complete your application but if you already have a HRWL you may be able to apply directly online.

- You should note that a licence fee **will** apply to your application for a high-risk work licence. This fee is **not** covered within the course enrolment fee. The application fee is outlined in the SafeWork NSW list of fees and charges ([click](#)).

For more information about the process to obtain your high-risk work licence and for information on payment options and privacy protection, Integral Skills encourage you to visit the SafeWork NSW website.

### **Fees and Charges**

Additional information about fees and charges is provided in the Schedule of Fees and Charges which will have been included in your pre-enrolment information package.

Please refer to the Schedule of Fees and Charges as it contains important information about related charges and our refund policy.

### **Confirmations**

A learner's position on the course will only be confirmed upon a completed enrolment form and the payment of your course cost.

Numbers are limited, so confirmed enrolments will only be able to attend.

### **Duty of Care**

Integral Skills adopts high standards in duty of care of its learners and instructors. Integral Skills reserves the right to turn anyone away that seems to be under the influence of drugs or alcohol. This action is to ensure that the learner and instructors' safety is assured and that Integral Skills maintains an incident free learning environment and complies with our duty of care responsibilities.

*Integral Skills is responsible for the quality and delivery of training and assessment and will be the organisation issuing any qualifications and statements of attainment to eligible students*

**This document must be read in conjunction with the Learner Handbook, Schedule of Fees & Charges and USI Fact Sheet.**

### **Useful links**

[Evidence of Identity](#)

[Unit of competency – TLILIC0003 Licence to operate a forklift truck](#)

[Unique student Identifier \(USI\)](#)

**Contact us today - We look forward to meeting your needs!**

